



Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

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<http://www.orport.ang.af.mil/>

Announcement #AR06-001

MOTOR VEHICLE OPERATOR (MATERIALS HANDLER)

Army Technician Vacancy Announcement

Open Date: 07 October 2005

Closing Date: 27 October 2005

Series/Grade: WG-5703-08

Salary Range: \$18.58 - \$21.67 Per Hr

ENL MOS: 63B, 77F

PD#: 70051

ENL CMF: 88, 92

Location: Camp Rilea UTES, Warrenton, Oregon **Type of Appt:** Excepted X Enlisted X

Areas of Consideration:

First Area: Current permanent full-time technicians of Camp Rilea UTES.

Summary of Duties:

Operates primarily straight-in-line trucks which typically have an approximate gross vehicle weight (GVW) of more than 7,000 pounds and/or truck tractors with semi-trailers or full trailers to transport personnel or pick up and deliver supplies, materials or equipment. Incumbent couples and uncouples the truck tractor and semi-trailer or truck and trailer, and connects and disconnects the air brakes and electrical lines. Incumbent maneuvers vehicles within close tolerances when driving and backing over uneven ground, in narrow or congested areas, between buildings and other vehicles, between parked aircraft and when positioning vehicles at loading docks. Driver operates vehicles on interstate highways, winding roads, and steep grades and manipulates the dual braking system to prevent the semi-trailer or trailer from jackknifing. Assures cargo is properly loaded, distributed and secured. Performs operator maintenance on vehicles. Ensures shipping and accounting documents are with the shipment and reflect actual condition, quantities and type of material. Completes log books, maintenance records, reports and other transportation documents for accurate accounting. May identify, inspect, and segregate equipment or material as it is received for obvious damage and needed repairs. Perform warehouse work to include issuing receiving and inventorying equipment, supplies and materials; loading and unloading of trucks; storing and pulling warehouse stock; packing and unpacking material; and repairing or replacing items on equipment. May select storehouse locations within the general warehousing plan. Operates electric, gasoline or diesel-powered forklift trucks.

Method of Evaluating Qualifications:
Knowledge, Skills and Abilities (KSA)

Candidates will be evaluated on the KSAs listed below. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience, months of actual experience is the qualifying factor.

APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:

General Experience

Experience, education, or training which demonstrates the applicants skills in the operation of appropriate vehicles; ability to drive safely, to interpret instructions, specification, etc; knowledge of handling and loading materials, ability to accurately check, count, verify, and sort various items, keep records and logs; ability to meet schedules and deadlines; ability to compare item identification against receiving reports and issue request forms; skill in using hand trucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other hand tools; and to follow oral and written instructions.

Specialized Experience

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying for the **WG-08** level must have **18 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Skills in operating gasoline, diesel or electric powered vehicles with gross vehicle weight of up to and including 7,000 pounds or more.
2. Skills in operating gasoline or diesel powered trucks or truck tractors with trailer or semi-trailer coupled by use of a turntable (fifth wheel) or pintle (pivot) hook.
3. Skills in using two breaking systems along with the gear shift controls.
2. Skill in setting up and rotating storage locations.
3. Skill in determining shortage and overage in inventory; inspecting items to determine fair, ware and tear.

Substitution of Education for Specialized Experience

Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position.

Special Information

Unit of military assignment is any unit supported by **USPFO-Warehouse** in **ENL MOS:** 63B, 77F **ENL CMF:** 88, 92. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)
must contain:**

(In addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

APPLICATION PROCESS

Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date. Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

John P. Smith, IV

1234 Big Street Medium City, Any State 45678 H (555) 345-6789
emailname@Internetserviceprovider.org

Job Title announcement:

Announcement number: AR04-123A

ANY State Army National Guard

2/15/87 - 12/31/06

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

Job Title, Rank, GS-15, Step 09 (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

Big & Small Co.

2/15/64 – 2/14/87

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

Your Job title

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%